

RIDGEWOOD PUBLIC SCHOOLS
Office of Management Information Systems
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Carole K. Casey
 Acting Director

January 23, 2003

Federal Communications Commission
 Office of the Secretary
 9300 East Hampton Drive
 Capitol Heights, MD 20743

RECEIVED & INSPECTED

FEB 06 2003

FCC - MAILROOM

CC Docket Nos. 96-45 and Y7-21

Re: Request for Waiver – entity # 122842: form 471 application # 257057: FRN 644434

To Whom It May Concern:

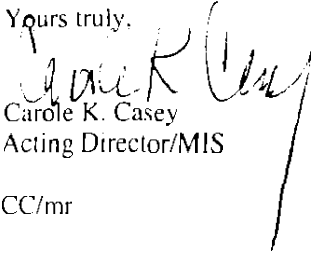
Due to extenuating circumstances, Ridgewood Village School District missed the December 9, 2002 filing deadline for the 472 BEAR form for funding year 4. Below is a summary of the events regarding this situation:

- On August 19, 2002 Dr. Richard Langheim, Executive Director of Management Information Systems, completed the 472 BEAR form for funding year 4
- On August 20, 2002 the form was faxed to Verizon, our service provider
- On August 31, 2002 Dr. Langheim retired
- On January 15, 2003 Dr. Joseph Coppello, our Business Administrator, inquired as to the status of our funding for year 4
- On January 16, 2003 we contacted Verizon regarding the status of our funding
- On January 22, 2003, after researching our inquiry, Verizon advised us that they had no record of having received our BEAR form and that we had missed the deadline for submission of the completed form

Until his retirement, Dr. Langheim was solely responsible for filing our E rate applications. Without Dr. Langheim to direct us, we did not clearly understand the steps in the process and the deadlines involved. Now that we are aware of the procedure, we will make every effort to complete each step in a timely fashion, and when necessary, we will follow up promptly on any issues that may arise. In addition, on March 3, 2003, Dr. Carlo Ritschl will assume the position of Director of Management Information Systems. Dr. Ritschl has been involved in the process in his previous position, and we are confident that under his experienced guidance, this situation will not occur in the future.


We ask that you take these unusual circumstances into consideration and waive the rules, thereby allowing us the opportunity to complete the process so that we can receive the funds that we were awarded.

Yours truly,


 Carole K. Casey
 Acting Director/MIS

CC/mr

Cc: Dr. Joseph Coppello

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